



## **Recruitment Notice**

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

<b>Position:</b>	<b>Administrative Assistant</b>
<b>Requisition:</b>	<b>15-011</b>
<b>Department:</b>	<b>Parks and Recreation</b>
<b>Position #:</b>	<b>0054-001</b>
<b>Opening Date:</b>	<b>March 25, 2015</b>
<b>Closing Date:</b>	<b>April 8, 2015 or until filled</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Salary:</b>	<b>\$16.51 per hour - \$20.64 per hour</b>

### **GENERAL DESCRIPTION:**

#### **PARKS & RECREATION**

This is a responsible administrative position supporting the Parks & Recreation Department while reporting to the Director of Parks & Recreation. Duties may involve performing a variety of office related activities to include confidential, administrative and secretarial duties, schedule facility use, collect fees, prepare/submit reports and/or register participants. Work involves the use of a personal computer, a variety of software applications and or other office equipment.

**ESSENTIAL JOB FUNCTIONS:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Drafts and composes a variety of correspondence, notifications, forms, meeting minutes, and related documents in order to communicate information to staff, council members and/or the public.

Sets up and maintains a variety of manual and/or electronic files in order to track and facilitate storage and retrieval of information.

Assists in the preparation of agenda packets.

Assists in the preparation for various meetings.

Maintains and updates a variety of databases and spreadsheets in order to facilitate information recording, storage and retrieval.

Schedules or confirms attendance of staff or others at a variety of meetings; makes travel arrangements.

Acts as receptionist or desk clerk; answers routine questions regarding City activities; directs callers to proper places on basis of their business requests; assists public in the preparation of routine forms and statements.

Answers and routes telephone calls in a tactful and efficient manner; takes accurate and complete messages for staff and/or council members.

Orders supplies.

Receives and processes requests for materials and information received by telephone, fax, email, or in person.

Sorts mail and directs it to the appropriate person.

Tracks expenditures on accounts, reconciles accounts and receipts; balances and processes purchase requisitions and invoice audits.

Handle payroll related activities; track and input payroll and leave records; maintain confidential information; prepare performance evaluations.

Assist with overall planning, record keeping, filing, organizing, scheduling, assigning, or other activities assigned.

Requisitions tools, materials, supplies, and equipment for the division; maintains inventory of items.

Assist with scheduling preventative maintenance and/or repairs, obtain estimate for damages and maintain inventory.

Assists with scheduling work with outside vendors. Tracks vehicle status and ensure timely return to customers.

Assist with tracking repairs, fuel usage, mileage and other information pertinent to each vehicle; enter vendor information and vehicle information into fleet management system.

Serve on various committees as assigned.

Performs related work as required.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge, Skills, and Abilities:**

Knowledge of procedures for operating various office equipment, including personal computers.

Knowledge of standard formats used for a variety of letters, memos, and related documents.

Knowledge of English spelling and grammar.

Ability to operate a personal computer to prepare a variety of correspondence using a variety of software/applications.

Ability to compose letters, memos, and related documents covering a variety of routine work related topics.

Ability to operate a variety of standard office equipment.

Ability to sort/file alphabetically, chronologically, and numerically.

Ability to keyboard.

Ability to prioritize work activities.

Ability to establish and maintain effective working relationships with co-workers, other departments, council members and the public in a manner conducive to full performance and high morale.

Ability to work effectively with confrontational persons both in person and by telephone.

Ability to communicate effectively both orally and in writing and understand and follow oral and written instructions.

Ability to work some evenings when needed.

### **Education & Experience Requirements:**

Graduation from high school; two (2) years of administrative/secretarial experience. Experience working in municipal government and delivering exceptional customer service highly desirable.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

**To apply please complete and deliver a  
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens  
18605 NW 27 Avenue, First Floor, Suite 126 East  
Miami Gardens, FL 33056  
Or Fax to: (305) 474-1286**